



informational

Bulletin

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New Computer System Expands ***To all tax professionals and taxpayers*** ***who file Illinois excise taxes or fees***

This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.

For information or forms

Visit our web site at:
tax.illinois.gov

Call our 24-hour
Forms Order Line at:
1 800 356-6302

Call us at:
217 782-6045

This bulletin is the fourth in a series about the department's conversion to a new, consolidated computer system. For more information, refer to Informational Bulletins FY-2008-10, FY-2010-10, and FY-2010-13.

Illinois is continuing the process of consolidating more than 200 tax and fee programs into one integrated computer system. On June 6, 2011, the fourth phase will add most excise taxes and fees to this system. This bulletin will help prepare these filers for the new system.

What will be included in this phase?

The following will be added to our new computer system:

- Cigarette Tax – Distributor
- Cigarette Tax – Manufacturer
- Cigarette Use Tax
- Cigarette Use Tax – Distributor
- Cigarette Secondary Distributor
- Coin-Operated Amusement Device Tax
- Dry-Cleaning – Operator
- Dry-Cleaning Solvent Tax – Supplier
- Electricity Distribution and Invested Capital Tax
- Electricity Excise Tax
- Energy Assistance and Renewable Energy Charge – Electricity
- Energy Assistance and Renewable Energy Charge – Gas
- Gas Revenue and Gas Use Taxes
- Hotel Operators' Occupation Tax
- Liquor Tax – Airline
- Liquor Tax – Direct Wine Shipper
- Liquor Tax – Importing/Distributor
- Liquor Tax – Manufacturer/Non-resident Dealer
- Liquor Tax – Non-beverage User
- Liquor Tax – Warehousing
- Motor Fuel Single Trip Permits
- Qualified Solid Waste and Energy Facility
- Real Estate Transfer Tax
- Rental Housing Support Program Surcharge
- Telecommunications Tax
- Telecommunications Infrastructure Maintenance Fee
- Tobacco Products Tax



What are the main changes?

- You will **no** longer use a single Illinois Business Tax (IBT) number for your excise accounts. Each of your excise accounts will be identified by your existing license number.
- Your **license** number will be your **primary taxpayer identification number**.
- We will send you a business authorization that includes your license number and associated tax/fee responsibility. (Note: This new business authorization does not replace any requirements to obtain licenses from other organizations, such as the Illinois Liquor Control Commission or the Illinois Dry Cleaning Environmental Trust Fund Council.)
- Our electronic programs have some updates.
- How credit is used by the system will change. The new system will automatically apply credit to any outstanding debt within the same excise account.
- Notices and bills will have a new look.

What has changed with the returns?

You must complete each return and supporting schedule with your **license** number. Do not write an IBT number on your returns or use it for our electronic filing programs.

*General reminder to **all** taxpayers:* Avoid a common error by filing your return with all appropriate schedules. If you file an amended return, you must submit all schedules even if there are not any changes to a schedule.

Special changes affecting hotel tax forms -

- Form RHM-1, Hotel Operators' Occupation Tax Return, and RHM-7, Multiple-Site Schedule, have been completely revised. You must make appropriate adjustments to print your returns.
- Taxpayers who need to amend a previously filed Form RHM-1 must file Form RHM-1-X, Amended Hotel Operators' Occupation Tax Return. Form RHM-1-X is a new form.

Will there be any disruption in receiving my preprinted returns?

Returns for April reporting period:

- For all taxes except hotel, your preprinted April returns will be mailed on the regular schedule.
- For **hotel** tax, you will not be mailed a preprinted RHM-1 or RHM-7 for April. You need to file the nonpersonalized version (enclosed).

Returns for May and June reporting periods:

During the transition, some returns will be mailed later than normal but prior to the due date. You will resume receiving preprinted returns beginning with the May and June reporting periods. This mailing will be from the new system.

What disruptions will occur in obtaining permits or stamps or using the electronic applications?

Real Estate Tax - You will not be able to purchase Real Estate Tax stamps or meter refills beginning May 25 through June 6, 2011.

Motor Fuel Single Trip Permit - You will not be able to use the system for a short period on June 6, 2011. When it comes back up for the first time, you must re-enter your bank routing information. This change is in your administrator rights.

Cigarette Tax - You will not be able to purchase Cigarette Tax Stamps on June 6, 2011.

How will the electronic programs change?

Web File/Pay - Access to our web file programs requires you to enter your **license** number (rather than an IBT number).

Account Summary program - To login, you must use your PIN rather than the answer to a shared secret. Your PIN does not change.

Direct transmission filing programs - You must update the file layouts of your transmitted information. Technical information is available in the electronic filing record layout documents on our website.

What if I have more questions?

We intend to make this transition as seamless as possible. However, if you receive something from us you believe to be in error or you do not understand, please call us at 217 782-6045.